

PRINCIPAL LIBRARIAN

DEFINITION

To perform highly responsible administrative duties related to Library functions; to plan and direct a major library division and perform other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This position oversees the Senior Librarian and manages all aspects of administration and management of library facilities or a major library division. This position plans, administers, oversees, assigns and evaluates the work of subordinates within the branch or major division of the library in addition to budgeting, operations, strategic planning, and assessing community needs.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant Library Director or the Library's Public Services Manager.

Exercise direct supervision over assigned staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Assists the Assistant Library Director or the Public Services Manager with library administration, operations and organizational policies.

Performs complex administrative and analytical duties for the Library Director.

Conducts and coordinates financial studies and other special studies as required.

Supervises, trains and evaluates the performance of subordinate staff.

Prepares recommendations and implements new procedures and methods.

Evaluates the impact of new or revised programs by applying statistical, budgetary and professional criteria.

Develops appropriate staffing and budget proposals.

Participates in strategic planning and development of long-range plans and programs.

Represents and acts for the division for budgetary, organizational and staffing matters.

Administers the division's budget and participates in the department's annual budget process.

Develops and reviews various procedures to determine divisional accomplishments and compliance with program objectives.

Establishes standards and minimum essentials for books and materials collection and services.

Maintains effective liaisons with divisions and other agencies.

Performs special assignments related to legislative policy, community relations, and inter-agency projects.

Participates in the selection of professional, para-professional, technical and administrative support staff.

Works with community groups and committees.

Makes periodic presentations to the City Council and city staff.

Makes recommendations for policies for services to schools, community organizations and the public.

Analyzes requests for information and interprets them with respect to resources.

Analyzes and makes recommendations concerning trends and professional techniques.

Supervises the maintenance of records and statistics.

Prepares reports and correspondence.

Performs other duties as assigned.

## MINIMUM QUALIFICATIONS

### Knowledge of:

Principles, practices and methods of specialized library work.

Public library policies, management practices and procedures including budget, materials, staffing and supervision of subordinates.

### Skills in:

Using a computer to prepare reports, correspondence and presentation materials.

Monitoring and analyzing budget information.

Gathering, interpreting, and analyzing data.

Scheduling and directing the work of others.

Training and supervising others.

Collecting data, writing reports and preparing presentations.

Ability to:

Develop specialized programs which meet community needs.

Analyze professional and administrative problems and make recommendations for solutions.

Train and supervise subordinates.

Prepare reports of varying complexity.

Prepare and administer budgets.

Speak in public using oral and written forms of expression (Fluency in English is required) and some ability to speak or understand Spanish is highly desirable.

Establish and maintain effective relations with multi-cultural clientele and others in the library field.

Deal with the media in the absence of superiors.

Develop and/or create policies and make recommendations on policy.

Work independently within broad parameters.

Make responsible decisions dealing with difficult library users.

Promote effective working relationships within the division and with all levels of staff, other city employees and the general public.

Experience and Training

Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of progressively responsible professional experience in a public library including at least three years of experience supervising professional librarians. (Note: Ability to speak, read and write Spanish is highly desirable).

Training:

Masters Degree in Library Science from an (ALA) American Library Association accredited institution. (See attached copy of "Equivalencies")

License or Certificate

Possession of a valid California Driver's license.

PHYSICAL DEMANDS

On an intermittent basis, sit at desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while retrieving and/or returning library books and materials; perform simple grasping and fine manipulation; use telephone and use a keyboard to communicate through written means, review information and enter/retrieve data; see and read characters on computer screen; and lift light weight.

WORKING ENVIRONMENT

Work is primarily performed indoors in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. Some movement is required within the branch library and there is exposure to the external environment when going to outlying branch libraries, or when attending meetings. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

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Equivalencies for Principal Librarian:

- I. MLS from an ALA accredited library school is highly desirable and 5 years of increasingly responsible paid professional library experience including 3 years supervising professional staff. Applicants should attach a copy of their MLS diploma to the application.  
-or-
- II. BA/BS and 6 years of increasingly responsible paid professional library experience including 3 years supervising professional staff and current enrollment in an ALA accredited MLS program with 80% coursework completed. Applicants should attach a copy of their transcript showing completed library coursework and evidence of units needed for completion of the MLS.  
-or-
- III. MA/MS in a subject and 6 years of increasingly responsible paid professional Experience in a library including 3 years supervising professional staff.  
-or-
- IV. BA/BS and 7 years of increasingly responsible paid professional experience in a Library including 3 years supervising professional staff and 36 semester units or 56 quarter units of completed graduate coursework from an ALA accredited library school. Applicants should attach a copy of their transcript showing completed library coursework.